



Monthly Departmental Report

8/15/2014

Finance Department

Human Resources

Information Technology

Park & Recreation

Planning & Community Development

Police Department

Fire Department

Public Works



Finance Department

Monthly Departmental Report

Through the Period Ended August 15, 2014

Activity	Status
Operations	
Successor Agency	The City is working to complete the process of refunding all outstanding bonds issued by the former Belmont Redevelopment Agency. This action is expected to be completed by the end of August. Through reduced debt service, this action will reduce the costs of the Successor Agency and generate additional funds to all the taxing entities immediately. The percentage of long term savings to the City is estimated at 16.4% and the Belmont Fire Protection District's share is estimated at 28.26%.
Economic Development	The City is working with C/CAG to obtain the federal funds awarded to the City as part of the C/CAG Priority Development Area Planning Program. \$440,000 in grant funds will be used to assist with the preparation of a Belmont Village Specific/Implementation Plan. Preparation of this regulatory document is one of the actions adopted by the City Council as part of a larger Downtown Belmont revitalization plan.
PG&E Energy Efficiency Project	On May 27 th Council approved the City's participation in PG&E's Sustainable Solutions Turnkey (SST) Program for Energy Efficiency Measures. Staff continues to work with the City Attorney and PG&E to finalize contract documents.
Debt Management	An informational report was provided to Council on July 22 nd regarding staff's work with a new financial advisor on debt pay down and cash flow management plan for funding the City's portion of the SVCW's Sewer Treatment Facility.
Fiscal Year 2014 Audit	Staff has completed the process of closing the books on FY 2014 in preparation for the annual audit. Maze is currently in the Finance Department performing final tests, and will issue their opinion later this month. This schedule should accomplish the City's objective of early publication of its financial statements.
Reporting	
Treasurer's Report	June report completed.
Monthly Budget Variance	June report completed.

Human Resources Department Monthly Report

August 2014

Recruitment Summary



Position	Department/Division	Filing Deadline	Status/Activity
Entry Level Firefighter/Paramedic	Fire	Testing Period Underway	Three (3) candidates currently in background.
Public Works Lead Maintenance Worker (Internal)	Public Works	July 7, 2014	Promotions made effective August 18.
Street Sweeper Operator	Public Works	August 18, 2014	Applications under review
Equipment Operator – CCTV Assignment	Public Works	August 28, 2014	Application period under way.
Senior Recreation Leader – After School Program	Parks and Rec	Continuous	Application period under way.
Police Officer	Police	July 18, 2014	Application period underway

Daily Operations:

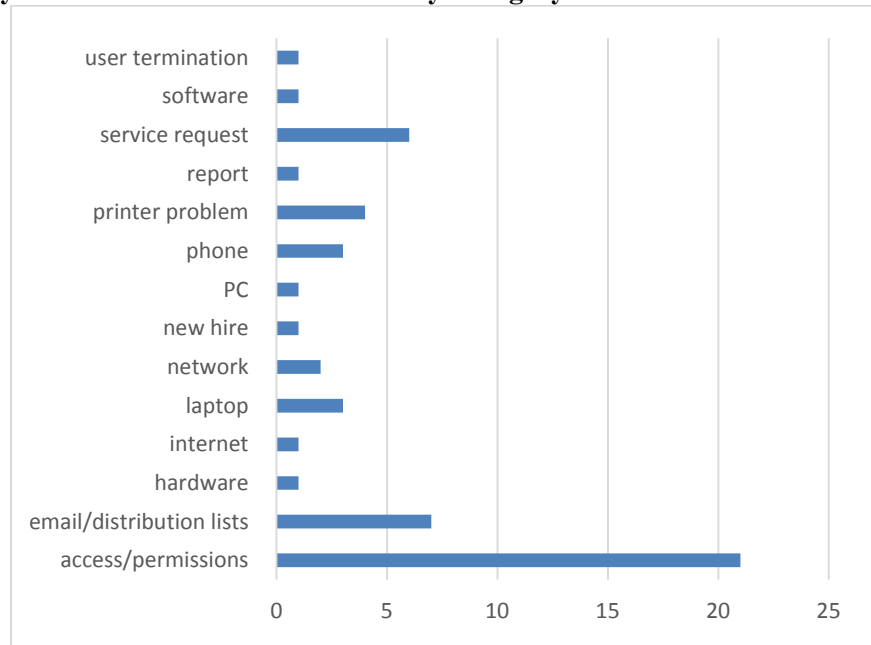
- Service Requests, 53 Trouble Tickets were received and responded to by IT

Trouble Tickets by Priority

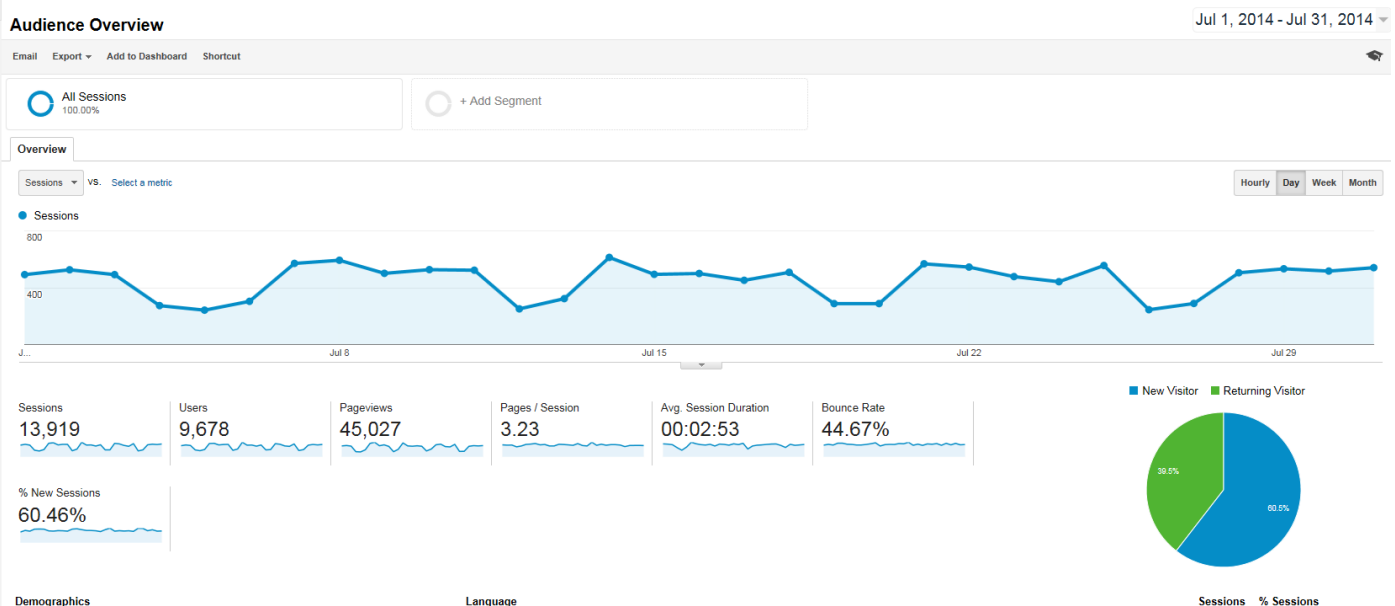


53 TOTAL

Trouble Tickets by Category



www.belmont.gov: Activity July 1 – July 31



Major Projects:

- **Phone System Upgrade**

City Council approved IT's recommendation to upgrade the City's phone system. The proposed solution will significantly reduce cost yet enhance capabilities. Phone System is scheduled to go live in September. Vilma Mixco is the project manager and can be contacted at vilma@belmont.gov

- **Meeting Agenda & Associated Broadcast**

Staff is currently working on providing tools to enhance the creation and presentation of meeting agendas and the associated TV and Internet broadcast. This project ties into the recently completed web design project. Look for exciting changes at www.belmont.gov during the September timeframe. Vilma Mixco is the project manager and can be contacted at vilma@belmont.gov

- **Hansen 8 – Asset Management and Work Order Upgrade**

Jason Eggers jeggers@belmont.gov is leading this multifaceted project that provides tools for staff to manage Belmont's assets (streets, sewer, parks etc.). The project is complicated by the inclusion of geographic information system (GIS) layers and the various application interfaces to other business applications. Project is slated to be complete later this summer.

- **Backup / Recovery**

A key requirement of the Information Technology Department is to provide an efficient and effective network backup system. In August staff will implement a solution from Unitrends that will meet this requirement. Marisa Martinez is the Project Manager and can be reached at mmartinez@belmont.gov.

**PARK & RECREATION DEPARTMENT
MONTHLY REPORT
July 2014**



DAY CARE	BELMONT COMMUNITY LEARNING CENTER: The Community Learning Center has 75 children enrolled. On July 17 the Ho family celebrated their child's birthday with a bounce house for all the children. We had a pizza party for the children on July 25. During the week of June 30-July 4 the children made 4 th of July projects including a flag, fireworks, painting and 4 th of July hats. Staff is preparing the curriculum and classrooms for the new school year.
SENIOR SERVICES	PROGRAMS and EVENTS: The Twin Pines Shuttle provided 205 one way trips in July. ~ 459 lunches were served in the Twin Pines Café. ~Volunteers provided 550 hours of dedicated service at the Twin Pines Senior & Community Center in July. ~A July birthday lunch was held, celebrating everyone born in the month of July. Other special events included a Red, White and Blue Lunch, and a Barbecue hosted by the Belmont Senior Club. ~July movies were attended by over 360 people, with new DVD releases, foreign films and the classics being shown. ~Sequoia Hospital-Dignity Health provided the following services in July: Tai Chi classes, blood pressure screening, and a blood glucose screening.
RECREATION PROGRAMS AND CLASSES	ACTIVENET ONLINE REGISTRATION: The Parks & Recreation Departments online registration program continues to successfully serve its customers. An increasing number of our customers are taking advantage of the convenience of registering online from their home, office or laptop. Online registration generated the following transactions: <ul style="list-style-type: none">• 516 enrollments were processed during the month, generating \$71,875 in recreation program revenue; \$10,500 and 50 enrollments over last July.

**PARK & RECREATION DEPARTMENT
MONTHLY REPORT
July 2014**



	<ul style="list-style-type: none"> • 310 (60%) enrollment transactions were successfully processed online during the month of July. • Processed \$47,392 (66%) in program revenue via online transactions. <p>PROGRAMS and CLASSES:</p> <p>TEENS:</p> <p>The teen program is on hiatus this summer and will resume in the Fall.</p> <p>YOUTH:</p> <p>Approximately 900 kids were enrolled in camps during the month of July! There were 181 kids in our swim lessons, even though the pool was closed for the last week of July for Jr. Olympics Water Polo Tournament.</p> <p>ADULT: Not much started in July for adults, it's all about the kids.</p>
RECREATION FACILITIES	<p>FACILITY RENTALS:</p> <p>Facility Uses:</p> <p>Complex – 33 Cottage – 8 Lodge – 9 TPSCC – 25 Manor – 31 Taube - 2 Barrett – 21</p> <p>Total Facility Uses - 129</p> <p>Picnic Areas:</p> <p>Alexander – 6 Buckeye – 8 Meadow – 4 Redwood – 7 Total Picnic Rentals – 25</p> <p>Total Revenue - \$29,683</p>
MEETINGS	<p>Barrett Ad Hoc Committee Meeting Belmont City Council Meetings Belmont Community Learning Center PTO Meeting BRSSD Facility Use Meeting Recreation Division Staff Meeting San Mateo County Parks and Recreation Directors' Meeting San Mateo County Nutrition and Meals on Wheels Providers Senior Citizen's Advisory Committee</p>

**PARK & RECREATION DEPARTMENT
MONTHLY REPORT
July 2014**



Parks Maintenance Activities

Location	Work Performed
Twin Pines Park	Repaired irrigation system in front of Manor Building
Twin Pines Park	Repaired/replaced picnic table and bench boards in Meadow and Lodge Building Courtyard
Twin Pines Park	Removed failed tree branches over the pathway
Twin Pines Park	Repaired broken gate latch in Buckeye Playground
Cipriani Park	Installed park rules sign
Cipriani Dog Park	Manually removed weeds
Cipriani Park	Repaired park entry gate
Barrett Community Center	Installed 75 yards of play fiber in playground
Barrett Community Garden	Delivered 20 yards of mulch for walkways
Alexander Park	Installed 75 yards of play fiber in playground
Alexander Park	Mulched all planter beds
O'Donnell Park	Installed 75 yards of play fiber in playground
O'Donnell Park	Removed damaged barbeque
All Park Sites	Regular and routine maintenance performed

Athletic Field Activities

Location	Work Performed
North Field Sports Complex	Hosted Babe Ruth State Tournament
North Field Sports Complex	Painted backstop
North Field Sports Complex	Added infield mix to bullpens and field
North Field Sports Complex	Repaired concession door lock after failed illegal entry
North Field Sports Complex	Seeded worn turf areas
South Field Sports Complex	Daily field prep for Adult softball program
Ralston Middle School	Repaired irrigation valve

Medians and R-O-W Activities

Location	Work Performed
El Camino Real at Hill St.	Repaired stuck irrigation valve
Ralston Ave. at Bike Bridge	Repaired stuck irrigation valve

**PARK & RECREATION DEPARTMENT
MONTHLY REPORT
July 2014**



Hastings Drive

Removed dead brush that had been dumped

Open Space Activities

Location

Work Performed

San Juan Canyon

Installed Open Space and Trailhead signs

San Juan Canyon

Installed park rules sign

Water Dog Lake

Removed failed tree off Lake Loop Trail

Facilities Maintenance Activities

Location

Work Performed

Barrett Community Center

Painted interior and exterior of Quad Building

Barrett Community Center

Three doors were planed

Barrett Community Center

Two door hardware issues were resolved

Barrett Community Center

Paper dispenser repaired

Barrett Community Center

Sink was unclogged

Community Learning Center

Fire Alarm test was performed

Corporation Yard

HVAC issue was resolved

Corporation Yard

Shop light was replaced

TPS&CC

Glass table top was replaced

TPS&CC

Restroom toilets (2) were unclogged

Belmont Conference Center

Wall patched and painted

Belmont Conference Center

Lock issues resolved

Manor Building

Door threshold re-attached

City Hall

HVAC issue resolved

City Hall

Door hardware issues (2) resolved

Police Department

Motion sensor was installed to exterior door

**PLANNING AND COMMUNITY DEVELOPMENT
MONTHLY COUNCIL REPORT
August 2014**

PROJECT	PRESENT ACTIVITY	STAFF	NEXT ACTION
	ZONING CODE AMENDMENTS		
2035 General Plan Update & Belmont “Villages” Districts Element (BVE) and Zoning (BVZ)	<p>Project includes rezoning, and new development standards for DTSP and Ralston/El Camino Real Corridor area.</p> <p>Outreach event occurred on 11/15/12 related to Belmont’s Grant/Case Study via the Grand Boulevard Initiative. The results of the case study will inform BVZ edits.</p> <p>Draft GBI (Grant) case study findings (ECHO II) provided to City in mid-March 2013; some recommendations to be incorporated into Draft BVZ.</p> <p>Draft Belmont Village Element (BVE) prepared and reviewed by PC on 5/7, 5/21, and 7/1; PC concurred with Draft and forwarded to City Council.</p> <p>CC first review of Draft BVE occurred at 8/13 mtg. ECHO II Presentation made to PC at 10/15 meeting – the item was well received.</p>	de Melo	<p>ECHO Presentation made at 1/28/14 CC Meeting – well received. Council directed incorporation of case study recommendations as appropriate into Belmont Village Policy documents.</p> <p>City Council reviewed Downtown Revitalization & General Plan Policy Framework at 2/11/14 meeting and concurred with Action Plan and necessary funding/resources for project.</p> <p>Staff is currently generating Scopes of Work for Project Components and Associated EIR. At 5/13 CC Meeting, a Council Subcommittee was appointed to assist in the final consultant selection. On 6/19, CC Subcommittee recommended Dyett & Bhatia for GP Update and BV Project. Service Agreement approved by City Council at 7/8 meeting. Staff kick-off meeting scheduled for week of 8/25-29.</p>
	COMPLEX DEVELOPMENT REVIEW PROJECTS		
Firehouse Square	<p>Council adopted Resolution authorizing ENA proceedings at 8/14/12 CC meeting.</p> <p>Draft ENA with Sares-Regis approved by Council at 8/13/13 mtg; ENA has been signed by all parties. Next steps include due diligence by Sares-Regis and neighborhood outreach.</p> <p>First community outreach meeting</p>	de Melo Scoles Rennie Fil	<p>Third outreach held on 4/14/14 – 45-50 attendees; Sares-Regis presented project plans & alternatives; presentation was well-received. Next steps include submission of development review application and crafting of potential Development Agreement (DA) terms.</p>

	<p>occurred on 12/18/13 on-site – productive meeting with approximately 20-25 attendees. Second outreach meeting held on 1/27/14 – 45-50 attendees; the meeting allowed for discussion of constraints & opportunities.</p>		
<p>Autobahn Motors Dealership Expansion – 700 Island Parkway</p>	<p>Project entails demolition of existing Sales/Service facility and construction of new Sales Facility/Showroom building. Some service operations will migrate to Harbor Boulevard site (HIA area) currently leased by Autobahn. City Council approved Service Agreement with Environmental Consultant for project in July 2013. Formal application for entitlements filed in mid-September 2013.</p> <p>Project Environmental Study released for public comment and to the State Clearinghouse on 3/18; public comment period ended on 4/18.</p>	de Melo	<p>Project Environmental Study & PD Amendment reviewed by PC on 5/6 and recommended for approval to Council.</p> <p>City Council approved entitlements on 5/27; second reading of Ordinance amending PD completed on 6/10. Next step is submission of Detailed Development Plan (DDP) for review. DDP & Design Review public hearing tentatively scheduled for 9/16 Planning Commission meeting.</p>
<p>576-600 El Camino Real – Proposed Mixed-Use (Commercial & Residential) Development</p>	<p>Project includes construction of three story mixed-use building – 10k square feet of ground floor commercial space and 26-32 residential condominiums (on 2nd & 3rd floors). An underground garage will serve the residential units and 32 at grade spaces will be provided for the commercial uses.</p>	de Melo & Contract Planner	<p>City Council approved Service Agreement with Environmental Consultant for project in January 2014. Formal application for entitlements filed in October 2013. Project Environmental Study released for public comments on 6/30; Public hearings for project entitlements tentatively scheduled for Planning Commission on 9/2/14 and City Council on 10/14/14.</p>
<p>Crystal Springs Uplands School (CSUS) – 6-8 & 10 Davis Drive</p>	<p>CSUS filed new development review application in January 2014. Project entails construction of new 60k sq. ft. middle school to accommodate 240 students. Project includes a classroom building, and all-weather surface athletic field. A gymnasium & covered pool is proposed in a later phase.</p>	DiDonato & de Melo	<p>City Council approved Service Agreement with Environmental Consultant for project in January 2014. Preparation of Project Environmental Study (including a new traffic study) is underway. Public hearings anticipated in late Winter 2014.</p>

Clear Channel Outdoor (CCO) – Shoreway Road	Project entails installation of a two-sided digital electronic billboard for the City’s Shoreway Road Pump Station property.	de Melo Scoles Rennie Fil	City Council authorized City Manager to negotiate lease terms and allow CCO to file a development review application for the subject property in March 2014. City currently working on a lease agreement and billboard relocation agreement. Development application anticipated to be filed on 7/28/14; currently under completeness review. Amended Environmental Consultant Service Agreement scheduled for 8/26 City Council meeting.
Property Adj. to 1114 Village Drive	Tentative Map/ Design Review/Grading Plan & CUP for Construction of 10 Townhomes over a Common Parking Garage. Project reviewed and approved by Commission at 7/3/12 meeting.	DiDonato	Subdivision reviewed and approved at 10/23/12 CC meeting. Next step is CC review of PUE Vacation, and Final Subdivision Map. No update since last report.
	SAN JUAN HILLS DEVELOPMENT		
San Juan Hills Master Plan Subdivision (Lehmer)	<p>Sale of Bishop Property completed on 10/2. Council initiated General Plan Amendment & Rezoning for balance of city-owned property at 9/10 meeting. Planning Commission reviewed GPA/Rezone on 10/1 and recommended approval.</p> <p>City Council adopted GPA Reso to designate the property as Open Space (OS), and conducted first reading of Ordinance for new Open Space – Parks (OS-P) Zoning District at 10/22 meeting. Second Reading of Ordinance completed at 11/12 CC meeting.</p>	de Melo, Scoles Rennie Fil	At 11/26/13 CC meeting, Council gave direction on specific improvements to further implement the subject properties as parks/open space (signage, trail maps, etc.). (OS-P) Zoning is effective on 12/10/13. No update since last report.
	APPEALS		
	SUCCESSOR AGENCY PROJECTS		

Items shown in bold face are new since last month.

Items shown in italics are scheduled for next CC or PC meeting.

Items shown in ~~strikeout~~ will be removed in next report.



**PERMIT CENTER
MONTHLY COUNCIL REPORT
July 2014**

PERMIT ACTIVITY	RESULTS	COMMENTS
Development Review Applications Received	4	Planning Division
Development Review Applications Approved	2	Planning Commission Review
Permit Applications Received	102	Building, Plumbing, Electrical & Mechanical
Permits Approved	102	Inclusive of above
Permits Issued	101	
Inspections Performed	435	Building Division
Revenue Generated	\$196,005.21	Development Services
Department 210		



BELMONT POLICE DEPARTMENT

Monthly Activity Report for July 2014



PERSONNEL

- We thank and congratulate Cpl. Bill McGuigan who announced his retirement as of August 15, 2014.
- One Officer is completing his FTO training.
- Recruitment began to fill two pending Police Officer vacancies.

OPERATIONS

Arrests – 58

Citations – 586

Total Incidents – 2776

Reports Written – 202

Code Enforcement – Total Calls: 94, Admin Citations: 7, Warnings: 2

COMMUNITY POLICING

Abandoned Vehicle Report: 66 complaints (61 resolved within 96 hours, 5 were not).

Child Safety Seats: Community Service Officers inspected 4 car seats.

ADMINISTRATIVE ACTIVITIES

Chief DeSmidt attended meetings and participated in functions for:

- Coffee with Cops
- SMCPCSA Meetings
- Mental Health Board Meeting
- CWI Meeting
- Legislative Committee Conference Call
- Admin Meeting
- State Board Conference Call
- Maple Street Correctional Center Topping Off Ceremony
- State Board Recidivism Meeting

Capt. Halleran attended meetings and participated in functions for:

- Creek Monitor Discussion
- EOC Configuration Review
- Charity Car Giveaway
- Communications Managers Association Meeting
- Turbo Data Parking Solution Meeting
- BHRS Coordination Meeting
- San Mateo Co. Emergency Managers Meeting
- Chief Reilly Swearing In
- Oper. Cohesive Capability Meeting

Capt. Psaila attended meetings and participated in functions for:

- Meetings with Sergeants
- Officer Worn Video Meetings & Implementation
- Tactical Commanders Meeting
- County Commanders Meeting
- San Mateo County Gang Task Force
- BPD Admin Meeting

TRAINING		
D. Friedman	July 1-4, 2014	Canine Detection
J. Christman	July 10-12, 2014	SLI
M. Thompson	July 15-17, 2014	Busting Brothels
E. Branch	July 21-25, 2014	Rolling Surveillance
C. Hussey	July 28-30, 2014	Internal Affairs Investigations
P. Lotti	July 31-Aug 2, 2014	SLI
All Teams, Investigations & Reserves	Various	POST Mandate Force Option/Driving Simulator Training

POLICE RESPONSE HIGHLIGHTS
<ul style="list-style-type: none"> • While representing the California Chiefs of Police Association, Police Chief Dan DeSmidt joined District Attorney Steve Wagstaffe, representing the California District Attorneys Association, in giving a presentation to the State Board of Corrections in San Francisco addressing recidivism and its connection to our State Realignment Program. • Through Twitter, the Police Department reached out to the Belmont Community asking for locations where citizens want more traffic enforcement. Several requests were made, and the Police Department is continuing to work with the community while focusing traffic enforcement efforts in the locations provided. • Officers throughout the entire Department received Violent Intruder/Active Shooter training. Additional training will follow later this year, and will include the Belmont Fire Department as well.

Belmont Fire Department



Monthly Activity Report

For

July 2014

Personnel

Retirements: None

Recruitments: None

Promotions: Fire Captain Kent Thrasher to Administrative Battalion Chief, Effective 7/16/14, Firefighter Brian Banks to Captain, Effective 8/4/14

Operations

Emergency Response: For the month of July there were 207 requests for assistance as follows:

Incident Type	Total
Fire & Explosion	5
Overpressure/Rupture/Explosion	1
Rescue & Emergency Medical	125
Hazardous Condition	5
Service Call	19
Good Intent Call	37
False Call	15
Total	207

Mutual Aid Received	23
Mutual Aid Extended	25

Community Outreach

Administrative Battalion Chief Kent Thrasher attended meetings and participated in functions related to the following:

SMT Meetings * Pre-Planning Meeting for Cross Country Meet * Command Staff & Labor DVP's Meeting * Meeting with Parks Rep. on Station 15 Remodel * City Council Meeting *

Fire Crews Outreach

Fire Personnel provided the following outreach/education to the community:

Hazmat Show & Tell at Moffett Air Field Event * CERT Meeting Station 14 * Pre-planning for Cross Country Meet *

Training

Fire Personnel attended the following training & exercise opportunities:

Ground Ladder Performance Standards at Foster City Fire Station 28 * Active Shooter/MCI Training *

Total Department Training Hours for Month	145.2
Average Training Hours by Shift for Month	48.4

July Fire Prevention Activities

Activity	Total
Business Annual Inspection/Re-Inspections	56
New Business License Inspections	5
Plan Reviews	9
Site Plan Reviews	4
Fire Inspections/Fire Finals	3
Training/Inspections with Belmont Building Inspector	54



**Engineering Monthly Report
Public Works Department
August 08, 2014**

PUBLIC WORKS STORM PROJECTS

PROJECT	PROJECT MANAGER	CURRENT ACTION	NEXT ACTION	COMMENTS
Ralston and Harbor Pump Station Lid Replacement Project	Gilbert Yau	Bids opened on July 18, 2014. Lowest bidder was Casey Construction. Contract routed for signatures.	Begin construction in August 2014.	This project will replace 4 concrete lids at the Ralston and Harbor Storm Pump Stations.
Hillman Ave & Ruth Ave Street and Storm Drain Improvement	Gilbert Yau	Consultant prepared detailed plans for the detention system at Ruth Avenue. Staff is reviewing options to lower the construction cost.	Complete the design of the detention system and evaluate alternatives to reduce cost. Staff continues to look for grant opportunities to fund improvements.	The total estimated cost for all drainage and road improvement is estimated at \$7.0 million.

PUBLIC WORKS STREET PROJECTS

PROJECT	PROJECT MANAGER	CURRENT ACTION	NEXT ACTION	COMMENTS
2014 Pavement Maintenance	Dalia Manaois	Construction in progress.	Complete construction.	Project will slurry seal various streets within the City as part of the pavement preservation program.
2015 Pavement Reconstruction Project	Dalia Manaois	Field investigation and design activities.	Complete 65% design.	Project includes \$534k in federal funds and \$150k in Measure A Grant funds.
Old County Road Street Lighting (Phase II)	Gilbert Yau	The district boundaries were revised to accommodate all poles on Old County Road and Masonic Way. Staff developed the street light fixture standard plan and approved by City Council on July 22, 2014.	Continue to coordinate with PG &E for the design to obtain right-of-way clearance for the project and coordinate with residents and business owners.	Project to underground overhead utilities along Old County Road utilizing Rule 20A fund. The lack of RDA funding will require other fund sources to construct streetlight related improvements (City funded).
Old County Road Pedestrian/Bike Project	Gilbert Yau Dalia Manaois	Design contract awarded to BKF. Consultant started survey and preparation of preliminary plans.	Complete survey and design.	Project scope of work includes installation of new sidewalk to fill in gaps; install ADA compliant driveways and new bike facilities.
Ralston & Highway 101 Landscape project.	Gilbert Yau	Project on hold. City and Redwood City need to reach an agreement on design and construction of improvements.	Reviewing existing agreements to determine requirements for moving project forward.	Landscaping design will need to be modified based on available budget.
Ralston Avenue Pedestrian Improvement Project	Gilbert Yau	Design contract awarded to BKF. Consultant started survey and preparation of preliminary plans.	Complete survey and design.	Project to install new sidewalk along Ralston Avenue between South Road and NDNU entrance; relocate existing retaining walls.

PUBLIC WORKS SEWER PROJECTS

PROJECT	PROJECT MANAGER	CURRENT ACTION	NEXT ACTION	COMMENTS
Sewer Force Main Evaluation	Bozhena Palatnik	Data collection has started. The consultant installed pressure monitoring devices at 4 major pump stations. The SmartBall inspection took place on 4 force mains to determine condition of pipe's interior.	Analyze results of the inspection and prepare a condition assessment report.	This project includes evaluation and condition assessment of the city's existing sewer force mains.
Ralston Avenue Sewer Main Improvement Project- Phase 1	Bozhena Palatnik	Notice of Intent to Award to the Lowest Bidder has been issued. Pending Council approval for additional funding to conduct this project.	Conduct outreach to residents, and advertise the project.	This project will replace the sewer main on Ralston Avenue between Notre Dame Avenue and South Road.

PUBLIC WORKS DEVELOPMENT

PROJECT	STAFF	CURRENT ACTION	NEXT ACTION	COMMENTS
Public Works Permits	Diane Lynn	# of Engineering Permits issued: 32 # of Inspections assigned: 136	Ongoing	

DEPARTMENT OF PUBLIC WORKS

Citizen Requests and Response Time Log
July

Citizen Concern	Total Requests	1 Hour	24 hrs	24hrs- Week	Scheduled	OverTime	Comments
Debris Pick-up	3	2	1				
Emergency Sewer Calls -after hours	12	12				12	
Emergency Storm Drain Calls-after hours							
Emergency Sewer Pump Station							
Graffiti/Vandalism	3	1		2			
Illicit Discharge							
Public Inquiry	11	10	1				
Sewer Repair							
Sewer Lateral/PLCO	20	20					
Sewer Overflow	1	1					
Sidewalk	3			1	2		
Storm Drain							
Street Light	12	3	3	3	3		
Street Maintenance/ Potholes	5	2		2	1		1-Caltrans responsibility
Street Signs	5	1	1	2	1		
Street Sweeping	1	1					
Traffic Signals	2				2		
Weeds/ shrubs/trees (within ROW)	9	7		1	1		
Storm Related Call							
Recology Calls	8	7	1				7- abandoned item calls
Total Requests/turn around time	95	67	7	11	10		
Percentage		71%	7%	12%	11%		
Previous Month's Total	64	48	4	8	5		
Previous Month's Percentage		75%	6%	13%	8%		

Public Works Department- Preventative Maintenance

Preventative Maintenance	Total #	Unit
Sewer Line Cleaning Footage	33,466	feet
Storm Drain Video Inspection Footage	3,479	feet
Sewer Video Inspection Footage	13,677	feet
Curb Miles Swept - mileage	476	miles
Vehicle Preventative Maintenance	16	vehicles
Vehicle Repairs	29	vehicles